

October 17, 2007

**TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS**

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on September 25, 2007, and recommends the following motions:

1. Review minutes of:
 - a. Facility Master Plan Sub Committee (8/21/07).
 - b. Housing Authority (8/20/07).
 - c. Revolving Loan Fund Cmte (5/25/07).Receive & place on file items a-c.
2. Referred from Human Services Committee - Request for Budget Transfer (#07-57): Increase in Expenditures with Offsetting Increase in Revenue: Mental Health Center General fund cash transfer request to cover deficits through 12/31/06 (\$3,371,308). Approve.
3. County Clerk - Discussion of resolution re: Human Resources 811 Bill (Federal mandate regarding changing voting equipment procedures.) Refer to Legislative Sub Committee for action and a written response for the purpose of drafting a resolution in opposition of HR811.
4. County Clerk - Budget Financial Status Report for August 31, 2007. Receive & place on file.
5. Treasurer - Financial reports for May and June 2007. Receive & place on file.
6. Treasurer - Budget Financial Status Report for August 31, 2007. Receive & place on file.
7. Corporation Counsel - Resolution re: Disallowance of Claim (Herman J. Thomas). Committee approved disallowance of claim. See Resolutions, Ordinances September County Board.
8. Corporation Counsel - Budget Status Financial Report for Corporation Counsel & Child Support for August 31, 2007. Receive & place on file.
9. Dept. of Administration - Budget Status Financial Report for Administration for August 31, 2007. Receive & place on file.
10. Dept. of Administration - Budget Status Financial Report for Information Services for August 31, 2007. Receive & place on file.
11. Dept. of Administration - 2007 Budget Transfer Log. Receive & place on file.

Administration Committee

October 17, 2007

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12. Dept. of Administration - Communication from Supervisor Joe Van Deurzen re: Purchase of services from 8-1-07 to 8-31-2007 for Boll Adult Care; they received three checks the same date for the same amount. Was this a mistake? If not, wouldn't it make more sense to write just one check? (Referred from September County Board.) Receive & place on file.
13. Human Resources - Communication from Supervisor Vander Leest re: Request to change the Brown County Code related to back pay for non-union employees for reclassifications. (Held from previous meeting.) (See Motion #14.)
14. Human Resources - Ordinance to Amend Sec. 4.51 of the Brown County Code Entitled "Pay Rate Adjustments." Committee approved ordinance to amend Sec. 4.51 of the Brown County Code. See Resolutions, Ordinances October County Board.
15. Human Resources - Ordinance re: To Repeal and Recreate Sec. 4.48 of the Brown County Code entitled "Salary Structure." Committee approved and changed 3d & e to 3c & d for consistency. See Resolutions, Ordinances October County Board.
16. Human Resources - Communication from Supervisor Fewell re: Compensation Plan. (Held from previous meeting.) Hold for 30 days.
17. Human Resources - Communication from Supervisor Warpinski re: Request that Brown County merge the Human Resources Department with the Department of Administration under the direction of Director of Administration. (Held from previous meeting.) Put Re-Organization of the Human Resources Department on the next agenda.
18. Human Resources - Budget Status Financial Report for August 31, 2007. Receive & place on file.
19. Human Resources - Monthly Committee Report for August, 2007. Receive & place on file.
20. Facility Management Budget Status Financial Report for August 31, 2007. Receive & place on file.
21. Audit of bills. Approve audit of bills.

Approved by:

COUNTY EXECUTIVE

Date

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PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Tuesday, September 25, 2007 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, WI



Present: Dan Haefs, Patty Hoeft, Adam Warpinski, Paul Zeller
Excused: Steve Fewell
Also Present: Tom Hinz, Jayme Sellen, Lynn VandenLangenberg, John Jacques, Debbie Klarkowski, Kerry Blaney, Darlene Marcelle
Other Interested Parties

1. **Call Meeting to Order:**
The meeting was called to order by Vice-Chairman Adam Warpinski at 6:05 p.m.

2. **Approve/Modify Agenda:**

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to approve as amended. **MOTION APPROVED UNANIMOUSLY**

3. **Approve/Modify Minutes of August 28, 2007:**

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to approve. **MOTION APPROVED UNANIMOUSLY**

4. **Review Minutes of:**

- a. Facility Master Plan Sub-Committee (8/21/07)
- b. Housing Authority (8/20/07)
- c. Revolving Loan Fund Cmte (5/25/07):

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to receive and place on file 4a,b & c. **MOTION APPROVED UNANIMOUSLY**

Communications:

5. None

Referred from Human Services Committee:

6. **Request for Budget Transfer (#07-57): Increase in Expenditures with Offsetting Increase in Revenue: Mental Health Center General Fund Cash Transfer request to cover deficits through 12/31/06 - \$3,371,308):**

Lynn VandenLangenberg explained that this transfer is a request to cover deficits through 12/31/2006. The Mental Health Center has accumulated a deficit fund balance and cash position. Since it is not an allowable accounting practice to report "negative cash", Ms. VandenLangenberg explained it has been the practice to adjust the deficit cash position for proper financial reporting in the annual audit. In the future, the Mental Health Center has agreed that the budget

will be monitored to avoid budget overruns. The request was approved by the Human Services Committee at their last meeting.

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to approve. MOTION APPROVED UNANIMOUSLY

County Clerk

7. Discussion of Resolution re: Human Resources 811 Bill (Federal Mandate regarding changing voting equipment procedures:

Darlene Marcelle distributed a handout explaining Bill HR811, which would be a federal mandate if adopted (attached). She explained the purpose of the bill is to standardize voting across the nation and would require new voting equipment including ballots. Senator Petri has made an amendment to the bill, proposing \$1 billion dollars in funding. Representative Kagen, however, has stated he will support the bill as written (letters attached).

County Clerk Marcelle pointed out that if the bill does pass, equipment will need to be manufactured and people trained. She expressed concern over the cost to the County.

Chairman Warpinski suggested the issue be referred to the Legislative Subcommittee for review. County Executive Assistant, Jayme Sellen, stated she has also directed letters to Congressman Kagen, along with Senators Feingold and Cowles.

Ms. Marcelle indicated that the State County Clerk's Association is united in opposition to the bill, as is the State Board of Elections. In addition, the Wisconsin Counties Association has gone on record in opposition.

**Motion made by Supervisor Zeller and seconded by Supervisor Haefs to refer to the Legislative Subcommittee for action and a written response for the purpose of drafting a resolution in opposition of HR811.
MOTION APPROVED UNANIMOUSLY**

Supervisor Hoeft arrived 6:15 p.m.

8. Budget Financial Status Report for August 31, 2007:

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY

Treasurer:

9. Treasurer's Financial Reports for May and June 2007:

No questions were asked of Treasurer Kerry Blaney regarding the May and June financial reports.

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY

10. **Budget Financial Status Report for August 31, 2007:**

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to receive and place on file. MOTION APPROVED UNANIMOUSLY

Corporation Counsel:

11. **Resolution re: Disallowance of Claim (Herman J. Thomas):**
Corporation Counsel Jacques recommended denial of this claim.

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to approve disallowance of claim. MOTION APPROVED UNANIMOUSLY

12. **Budget Status Financial Report for Corporation Counsel & Child Support for August 31, 2007:**

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to receive and place on file. MOTION APPROVED UNANIMOUSLY

Department of Administration:

13. **Budget Status Financial Report for Administration for August 31, 2007:**
Lynn VandenLangenberg pointed out that at this time there are reported savings in the Department of Administration because of vacant positions, however, two new employees have recently been hired, were present and introduced:
1) Carolyn Merrick, Finance Director; and 2) Bob Heiman, Information Services Director.

Questions by Supervisor Zeller related to payment of back pay were explained by Ms. VandenLangenberg. She stated that entries are estimated and adjusted as contracts are settled.

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY

14. **Budget Status Financial Report for Information Services for August 31, 2007:**

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY

15. **2007 Budget Transfer Log:**

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to receive and place on file. MOTION APPROVED UNANIMOUSLY

- 15a. **Communication from Supervisor Joe VanDeurzen re: Purchase of services from 8/1/2007 to 8/31/2007 for Boll Adult Care. They received three checks the same date for the same amount. Was this a mistake? If not, wouldn't it make more sense to write just one check? (Referred from September County Board):**

Ms. VandenLangenberg replied to the questions asked by Supervisor VanDeurzen, explaining that the report received by the County Board is actually invoices and not check receipts. She stated there was one check written for three different clients who all stayed at the same adult care center and who were charged the same rate. There was no duplicate payment made and one check was written for the three clients.

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to receive and place on file. MOTION APPROVED UNANIMOUSLY

Human Resources:

16. **Communication from Supervisor VanderLeest re: Request to change the Brown County Code related to back pay for non-union employees for reclassifications. (Held from previous meeting) (See #17):**
(see # 17)

17. **Ordinance to Amend Sec 4.51 of the Brown County Code entitled "Pay Rate Adjustments":**

Debbie Klarkowski stated that this ordinance relates to adjustments made upon approval of reclassification, explaining that an employee who has been granted a reclassification of their position and would receive a higher pay grade, shall be paid at the higher pay grade from the date of approval of the reclassification request, without any backpay adjustment.

Ms. Klarkowski stated that any adjustments related to Engineering Technician positions in the Highway Department will be deferred to after budget time.

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to approve ordinance to amend Sec 4.51 of the Brown County Code.
MOTION APPROVED UNANIMOUSLY

18. **Ordinance re: To Repeal and Recreate Sec 4.48 of the Brown County Code entitled "Salary Structure":**

Changes to the ordinance to repeal Section 4.48 of the Brown Code relative to "salary structure" were highlighted by Ms. Klarkowski. The section related to new positions was re-titled, deleting item 3b, renaming 3d and 3e (see ordinance for details).

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to approve.

Motion amended by Supervisor Warpinski and seconded by Supervisor Hoeft to approve and change 3d & e, to 3c & d for consistency.
MOTION APPROVED UNANIMOUSLY

19. **Communication from Supervisor Fewell re: Compensation Plan (Held from previous meeting):**

Motion made by Supervisor Hoeft and seconded by Supervisor Zeller to hold for 30 days. MOTION APPROVED UNANIMOUSLY

20. **Communication from Supervisor Warpinski re: Request that Brown County merge the Human Resources Department with the Department of Administration under the direction of Director of Administration. (Held from previous meeting):**

Although Chairman Warpinski's request was for discussion of a merger between the Human Resources Department with the Department of Administration, Director Lynn VandenLangenberg, and County Executive Hinz presented a proposal for re-organization in the Human Resources Department. Executive Hinz explained that meetings with the Chamber, Jim Kalny, Paul Jadin, and others reached the consensus that although there are things that could be shared, it would not be a good fit to merge with the City of Green Bay. In addition, discussion of placing HR under the DOA or Corporation Counsel's office was determined not to be the most efficient or create a savings. It was their opinion that an HR Director should be hired who could do contract negotiations, along with an Office Manager who would be in charge of day to day operations.

A proposed Table of Organization was distributed by Ms. Klarkowski (attached) and a lengthy discussion of the proposal, its impact, etc. was discussed. A second handout (attached) addressed the 2008 salary summary

As this proposal for re-organization was not really the agenda item, it was suggested it be brought back at the next meeting.

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to put Re-Organization of the Human Resources Department on the next agenda. MOTION APPROVED UNANIMOUSLY

21. **Budget Status Financial Report for August 2007:**

Motion made by Supervisor Warpinski and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY

22. **Human Resources Monthly Committee Report for August 2007:**

Motion made by Supervisor Haefs and seconded by Supervisor Warpinski to receive and place on file. MOTION APPROVED UNANIMOUSLY

Facility Management: Budget Status Financial Report for 8/31/07. No other agenda items.

Motion made by Supervisor Hoeft and seconded by Supervisor Warpinski to receive and place on file. MOTION APPROVED UNANIMOUSLY

Other:

23. Audit of Bills:

Motion made by Supervisor Haefs and seconded by Supervisor Hoeft to approve audit of bills. MOTION APPROVED UNANIMOUSLY

24. Such Other Matters as Authorized by Law: None

Motion made by Supervisor Haefs and seconded by Supervisor Hoeft to adjourn at 7:20 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary

CONCERNS OF COUNTY CLERK

COUNTY CLERK

Brown County

305 E. WALNUT STREET, ROOM 120
P.O. BOX 23600
GREEN BAY, WI 54305-3600

DARLENE K. MARCELLE

PHONE (920) 448-4016

FAX (920) 448-4498

COUNTY CLERK

TO MEMBERS OF THE ADMINISTRATION COMMITTEE

**RE: H.R. 811 -- VOTER CONFIDENCE AND INCREASED
ACCESSIBILITY ACT OF 2007**

The above mentioned Bill is being proposed to Congress as a one-size-fits-all procedure for conducting Federal elections. This Bill is being proposed as a **NON-FUNDED MANDATE**.

The Bill mandates **STANDARDIZED PROCEDURES** to be followed in every polling place in America, calling for a "paper trail" for elections for Federal office. (Brown County currently has a "paper trail" system in place.

Additionally, this Act would require Brown County and Wisconsin to junk their current voting machines, including the AutoMark (Handicapped Voting Machine), with voting equipment set forth in standards set by the Federal Government. I feel this Act would fail to recognize the current successful practices that meet the objectives of State and Federal election practices. After receiving many letters, emails and phone calls, Senator Petri is rallying members of Congress around an amendment to bar its requirements from taking effect until Congress pays the full tab; and certifies the new voting equipment will meet the requirements of the Bill. In addition, this Bill would:

- Ban the use of electronic scanning equipment in conducting recounts. Recounts would be conducted solely by the human hand and eye. This becomes labor intensive with no dollars being provided.
- How do we as local election officials respond to the public perception that we are scraping brand new successfully-used equipment to spend taxpayer dollars on an undeveloped technology that would likely have no new advantage on Wisconsin Elections?
- It is unrealistic to expect a new piece of equipment containing all the specifications proposed in H. R. 811 to be developed, tested, certified, purchased and installed (including training for the clerks and poll workers) prior to the Fall Elections of 2008.

Brown County

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- Required certification time of an election may not be met in a close Presidential Election before the first Monday after the second Wednesday in December -- which is the deadline for the Electoral College; this would result in the elections being decided by the House of Representatives.
- Mr. Doug Lewis, Executive Director of the nonprofit Election Center, summed up the position of most county election officials in saying "I have no problem with the objectives of creating paper receipts, but the Bill's sponsors have rejected every idea we've offered them to show what might work. I've been at this 40 years and I have not seen a piece of legislation worse than this. It is overly prescriptive, overly detailed and a monster to deal with".
- Section 247 -- **"Prohibition of Use of Wireless Communications."** Many counties currently have unofficial results transmitted by modem, to County Clerks' offices, after totals are printed. This allows quicker access for constituents and the media to election results and allows the Clerks to quickly send results to a website. Since official results are recorded on paper, it would not affect the results to allow them to be transmitted using a modem.
- Section 247 -- **"Durability and Readability Requirements for Ballots."** The concern is the requirement to use "durable", "archival quality" paper for ballots. This would require the ballots be capable of retaining information for at least 22 months. (22 months is the current requirement for retaining Federal Election results. The quality of our Federal ballots are of "durable" and "archival quality".) This section fails to identify what is meant by "durable" and "archival quality" paper. Some type of measurement is needed as we work toward compliance.

**RESPONSE
FROM
REP. KAGEN**

STEVE KAGEN, M.D.

WISCONSIN
8TH DISTRICT



Congress of the United States

U.S. House of Representatives

Washington, DC 20515

www.kagen.house.gov

May 10, 2007

AGRICULTURE COMMITTEE

SUBCOMMITTEES:

LIVESTOCK, DAIRY & POULTRY

DEPARTMENT OPERATIONS, OVERSIGHT,

NUTRITION & FORESTRY

CONSERVATION, CREDIT, ENERGY & RESEARCH

TRANSPORTATION &

INFRASTRUCTURE COMMITTEE

SUBCOMMITTEES:

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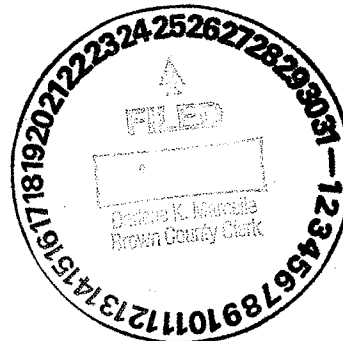
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333 W. COLLEGE AVENUE
APPLETON, WI 54911

TELE: (920) 380-0061

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TOLL FREE IN WISCONSIN
800-773-8579

Ms. Darlene Marcelle
305 East Walnut Street
Green Bay, WI 54301-5027



Dear Ms. Marcelle,

Thank you for allowing me to listen to your concerns regarding the Voter Confidence and Increased Accessibility Act of 2007 (H.R. 811). Like you, I believe every person's vote must be counted.

H.R. 811 will, among other things, mandate paper records of ballots, require accessibility for individuals, and establish audit requirements for every state.

In our Republic, the people are the government, and voting is the most fundamental element of democracy. Nothing is more important than having and using the right to vote, and being certain your vote will be accurately and fairly counted.

I will work hard with my colleagues to bring this critical piece of legislation to passage.

Thank you again for sharing your concerns with me. By working together, we will build a better future for everyone.

Sincerely,

Steve Kagen, MD

Steven L. Kagen
Member of Congress

**RESPONSE
FROM
REP. PETRI**

RESPONSE FROM SENATOR PETRI

September 14, 2007
631 words

Elections We Can Trust

Remember the 2000 presidential election? Remember Florida? I do. And I'm working to ensure that contentious vote counts never happen again.

The 2000 election clearly demonstrated the need to guarantee clear, accurate and prompt results on election day. Since then, localities across the country have moved forward in the effort to replace antiquated voting machines which have been found to have confusing formats, ballots susceptible to "hanging chads," and other factors which may make voters' intentions unclear.

Some of the new computer systems being brought in to replace older technologies raise new concerns, however.

It is typical for computer vendors to insist that their systems are reliable and, when properly handled, secure from malicious invasion. Common experience with home and business computers, however, shows that computers can crash due to software or hardware failure, suffer power surges and outages, and be hacked by programmers intent on altering the information inside.

Accordingly, for me it's a "no-brainer" that electronic voting machines should produce paper trails so that ballots can be counted by hand if necessary. Due to the importance of elections, we simply cannot be expected to take on faith any vote total that an election system displays on a computer screen.

That's why I became a leading sponsor of H.R. 811, the Voter Confidence and Increased Accessibility Act (VCIA), which would address these concerns.

Much to my surprise, however, the VCIA has raised a firestorm of protest from the state and local officials who administer our elections. They argue that the bill contains unrealistic deadlines, untested and expensive audit requirements, and a federal mandate that could cost state and local governments at least \$1 billion for new voting machines with no guarantee of federal help.

They have a point, and I'm paying attention. Teaming with a bipartisan group of members of Congress who support the goals of electoral reform, I have been looking into a variety of constructive changes to the legislation.

But unfortunately, the lead supporters of the VCIA aren't open to any adjustments.

Earlier this month, the House Rules Committee scheduled a meeting to determine the procedures for bringing the VCIA to the floor of the House for consideration. I requested the opportunity to offer an amendment aimed at the overly prescriptive audit procedures in the bill.

My proposal would provide greater flexibility by allowing states to design their own audit plans in accordance with certain minimum requirements and by delaying mandatory compliance for conducting audits to the 2010 general election.

Others in the bipartisan group asked for permission to offer amendments also reflecting the experience and expertise of the officials who run our elections. We argued that electoral reform affects everybody, and it's too important to limit debate.

However, the bill's supporters were having none of it. The upshot is that the two sides came to such strong disagreement that the Rules Committee made the unusual decision to adjourn without deciding on floor procedure.

It would have been better if the Rules Committee had agreed to a full debate, but its failure to issue a "rule" means that floor consideration is being delayed, and those of us who want to make adjustments have more time to make our case.

Let me say it again: I'm an early and strong supporter of reform to make electoral vote counting clear, accurate, and prompt. But I also want to do reform right, which is why I'm listening to the concerns of those who actually have to do the counting.

I want to bring electoral reform to a vote in a form that will both win bipartisan majorities in the House and satisfy legitimate local concerns. If we work together carefully and deliberately, I'm confident we can make sure that the discord and uncertainty of the 2000 Florida recount never happens again.

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HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

TO: Administrative Committee

FROM: Debbie Klarkowski
Human Resources

RE: Human Resources Table of Organization

DATE: September 24, 2007

I. Introduction:

With the vacancy of the Human Resources Director and Employee Relations Manager, the Administrative Committee requested the Human Resources Department review their current structure and bring a recommendation to the September 2007 meeting. The County Executive explored numerous options including the opportunity for a joint city/county department, and placing the department under the Department of Administration or Corporation Counsel. Additionally, the Human Resources staff met and discussed the services the department provides and provided recommendations regarding the structure and the staff necessary to service customers efficiently and effectively.

II. Current Structure/History of Human Resources:

The current table of organization includes:

Human Resources Director	1 FTE	Vacant
Employee Relations Manager	1 FTE	Vacant
Senior Human Resources Analyst	1 FTE	
Human Resources Analyst	2 FTE	
Human Resources Coordinator	1 FTE	2 employees
Administrative Coordinator	1 FTE	
Employment Coordinator	1 FTE	
Human Resources Assistant	1 FTE	
Safety/Risk Coordinator	1 FTE	
Risk/Benefit Analyst	1 FTE	
Benefits Program Coordinator	1 FTE	
Full Time Equivalents	<u>12 FTE</u>	

History:

The 2006 Human Resources Department table of organization included a Principal Analyst and Employment and Training Coordinator position. Additionally, the

Risk/Benefit Analyst and Benefits Program Coordinator positions returned to the Human Resources table of organization from the Department of Administration. These positions were part of the Risk Management Division of the Department of Administration and included a full-time clerical support position which was eliminated and the clerical duties were absorbed in the Human Resources Department. The Safety/Risk Coordinator remained under the Department of Administration in 2006. The Human Resources Department included 13.4 full time equivalents during 2006.

During the 2007 budget process, the Safety/Risk Coordinator was added to the Human Resources table of organization. Additionally, during the 2007 budget process, the Testing Coordinator position was eliminated and the duties were absorbed by the Employment Coordinator position and other duties realigned in the HR Assistant and Administrative Coordinator positions. The Principal Analyst was eliminated from the table of organization and the duties absorbed in the Employee Relations Manager and Senior Human Resources Analyst positions. A .6 FTE equivalent Human Resources Coordinator was added to the table of organization. Currently, the Human Resources Department includes 12 full-time equivalents, with the Human Resources Director and Employee Relations Manager positions currently vacant.

Position Summaries:

Human Resources Director: Directs, administers and monitors all Human Resources and Labor Relation functions including recruitment/selection, employee and labor relations, wage and salary administration, benefit administration, policy administration, investigations/disciplines, employee development, employee records, and affirmative action. Oversees the development of the negotiation strategy for Brown County, including benefit program initiatives and design changes in order to control benefit related costs to the County, while maintaining attractive employee benefit programs.

Employee Relations Manager: Assists in the direction and administration of all Human Resources functions for Brown County including recruitment/selection, employee and labor relations, wage and salary administration, benefit administration, policy administration, investigations/disciplines, employee development, employee records, and affirmative action.

Senior Human Resources Analyst: Provides general and specific guidance and support to department heads and HR staff in the area of contract negotiation administration. Identifies human resource and related initiatives to improve operational performance and optimize related costs. Serves as Human Resource contact to all employees within the assigned operating units, and is available to counsel employees regarding all aspects of county employment. Participates directly and independently in negotiations, provides research, and drafts language for negotiations. Manages the County employee and labor union contract history record filing system. Assists with County compensation & classification review, monitoring trends, correcting gaps and inconsistencies. Provides guidance on reclassification process of represented and non-represented County employees.

Human Resources Analyst: Performs a variety of technical and administrative tasks of considerable difficulty in all phases of human resources administration, including: labor contract administration, recruitment/selection activities, staffing level analysis, investigations, classification and compensation studies and corrective action. Administers all human resource related aspects of the County Code for assigned operating

units. Advises the operating units regarding compliance and administration of applicable labor agreements. Assists with performance management issues at the operating units. Assesses the training needs of the operating unit, and helps ensure delivery of appropriate training.

Human Resources Administrative Coordinator: Provides administrative support to the Human Resources Director and staff as required. Provides clerical support to county union contracts, preparing resolutions, updating contracts, and distributing as appropriate. Coordinates the grievance database maintaining a complete file of all grievance materials. Monitors the Human Resources Department Budget and pays all invoices for services requested. Updates and maintains the records database.

Employment Coordinator: Coordinates administrative support for the department's employment and benefit related activities. Coordinates the County's numerous job posting and award processes. Administers and coordinates the administration of all County employment tests. Maintains applicant tracking as well as related recruiting and hiring reports. Greets job candidates and other department visitors, and directs inquiries and answers questions.

Human Resources Assistant: Provides administrative support for the department's employment related activities. Prepares job vacancies for posting and advertisement, coordinates recruitment processes including applicant tracking, interview coordination, and conducting background checks.

Human Resources Coordinator: Coordinates the administration of employee wages and paid leave benefits according to labor contracts, county code and policies. Maintains confidential employee information in accordance with County Code and State and Federal regulations. Maintains the human resources data bases and related systems. Develops specialized reports and spreadsheets to support department initiatives. Compiles and submits required government reports.

Safety/Risk Coordinator: Manages County property, casualty, accident, general liability, and safety programs. Develops and maintains programs to ensure adequate financial protection for County assets and revenues against the risk of liability. Manages and recommends risk management insurance, service contracts, and self funding programs to protect against financial losses.

Risk/Benefit Analyst: Assists in administering the county's Insurance, Employee Benefits, and Risk Management programs; develops and maintains information systems; assists Human Resources in analyzing and costing insurance and benefit proposals; and provides information to insurance companies and third party administrators for the county and its affiliates.

Benefits Program Coordinator: Administers Human Resources leave of absence and benefit programs, including medical leaves, short and long term disability, Workers' Compensation (WC), state and federal Family Medical Leave Act (FMLA), Wisconsin Disability Retirement, and other county related leaves; coordinates case management of WC claims, return to work programs and fit for duty exams. Responsible for recruiting and selecting all seasonal and summer workers, interns and co-op students. Primary contact for temporary employment agencies.

III. Recommendation:

The duties of the Employee Relations Manager and Senior Human Resources Analyst positions will be combined creating a Human Resources Manager. The Human Resources Manager, under the direction of the HR Director, would be responsible to organize, coordinate, supervise and manage the daily operations of the Human Resources Department including: providing assistance and guidance to the Human Resources and Risk/Benefits staff, assisting with union contract negotiations, administrative compensation, employee training, and other Human Resources related programs.

Additionally, we would recommend the addition of a Human Resources Specialist. This position would be responsible for entry level recruiting and providing support to the Human Resources Analysts and support groups. This position will assume responsibility for the entry level recruiting, allowing the Human Resources Analysts to reprioritize their duties focusing on being a resource to managers and supervisors; conducting staffing level analysis and other studies such as re-organizations; reclassifications and employee development; researching and delivery of training programs; supervisory and management effectiveness; leadership training; teamwork and performance management.

Risk/Benefits Services

There are three positions in this area: the Safety/Risk Coordinator, Risk/Benefit Analyst, and Benefits Program Coordinator. A brief description of each position is outlined above. Historically, the Risk/Benefits Services have been part of either the Human Resources or the Department of Administration table of organization. The Risk/Benefit Analyst and Benefits Program Coordinator positions were placed back in the Human Resources table of organization in 2006. At that time, one full-time equivalent clerical support position was eliminated from the Risk/Benefits Division table of organization. The Safety/Risk Coordinator was moved back under the Human Resources table of organization in 2007. Additionally during this period, some duties were shifted among the three positions. When the positions returned to the Human Resources table of organization, some of the clerical duties were absorbed by the Human Resources support staff. An initiative in 2008 will be to evaluate the duties of these positions and realign the duties within the appropriate position to better serve the County.

IV. Fiscal Impact:

See attached

Human Resources						
Proposed 2008 Structure						
Salary Summary						
		Grade	Salary Base	Fringe	Total Cost	
Human Resources Director		29	\$ 93,479.00	0.437	\$ 134,329.32	
Human Resources Manager	Addition	23	\$ 66,088.00	0.437	\$ 94,968.46	
Human Resources Analyst		16	\$ 52,108.00	0.437	\$ 74,879.20	
Human Resources Analyst		16	\$ 47,686.00	0.437	\$ 68,524.78	
Human Resources Specialist	Addition	15	\$ 50,395.00	0.437	\$ 72,417.62	
Safety Risk Coordinator		18	\$ 58,473.00	0.437	\$ 84,025.70	
Benefits Analyst		15	\$ 50,395.00	0.437	\$ 72,417.62	
Benefits Program Coordinator		14	\$ 44,411.00	0.437	\$ 63,818.61	
Administrative Coordinator		13	\$ 38,949.00	0.437	\$ 55,969.71	
Employment Coordinator		13	\$ 38,949.00	0.437	\$ 55,969.71	
Human Resources Coordinator		12	\$ 21,417.00	0.437	\$ 30,776.23	
Human Resources Coordinator		12	\$ 15,602.00	0.437	\$ 22,420.07	
Human Resources Assistant		11	\$ 35,309.00	0.437	\$ 50,739.03	
Co-op (proposed for 2008 budget)			\$ 16,120.00		\$ 16,120.00	
2008 budget (Amended)			\$ 629,381.00		\$ 897,376.06	
Employee Relations Manager	Deletion	25	\$ (78,396.00)	0.437	\$ (112,655.05)	
Senior Human Resources Analyst	Deletion	19	\$ (58,115.00)	0.437	\$ (83,511.26)	
Proposed 2008 budget					\$ 933,201.00	
Estimated Fiscal Impact					\$ (35,824.94)	

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HUMAN RESOURCES (Proposed 9/10/07)

